

## **SENIOR SOCIAL WORKER**

**JOB TITLE:** Senior Social Worker

**GRADE:** 17

**JOB CODE:** 2403

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under administrative direction of appropriate social work personnel or the Director of the local health department, provides professional social work services through the assessment of client needs and the provision of social services on complex cases; and act as a resource person/trainer for other staff, volunteers, and may serve as a working supervisor, a lead person for other social work staff and related staff. Program involvement may include one or more of the following: In-home, Home and Community Based Waiver, Family Planning, Prenatal, Home Health, SIDS.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed. Evaluation interview would include psychological needs of the patient, family support availability, history of substance or physical abuse.

Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community.

Provide indicated services or assist patient in acquiring services within the community. This service may include one or more of the following: Assisting patient with Medicare, Medicaid eligibility and food stamps.

Counseling patient regarding Sudden Infant Death, AIDs, sterilization, family planning, family relationships, substance and or physical abuse.

Assist patient with obtaining or getting services.

Visit home of patient as indicated to assist with social, emotional, financial and housing problem.

Provide reassessment of client according to program requirement; follow up to monitor the provision of services and determine eligibility for selected services; follow up on missed appointments, work with nurses and other staff as appropriate.

Document in patient(s) records services received, changes in patient, problem.

Attend staff meetings and other appropriate staff meetings and educational activities.

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Assists in formulation of policy recommendations, including preparation of forms, procedures, and manual material.

Initiates and reviews the preparation of technical, professional and administrative reports as assigned.

Coordinates agency functions and resources with those of other government and private jurisdiction.

May supervises staff as a working supervisor, including social worker and other related (clinical assistant) staff.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** The incumbent may act as working supervisor or lead person for appropriate staff but may include social worker, clinical assistants, homemakers, etc.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of social work methods and practices.

Ability to plan and organize the work of staff.

Ability to supervise and inspect the work of subordinate staff.

Ability to write technical, professional and administrative reports.

Ability to exercise exceptional judgment in the planning and initiating of social service programs.

Thorough knowledge of the functions, organizational structure, authority and limitations of the local health department and of other governmental jurisdictions and agencies in the area.

Ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

Considerable knowledge of the practice, system, and policies of the agency, and ability to interpret them concisely and accurately to the public and employees.

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Ability to exercise individual initiative and use discretion in confidential matters.

**Minimum Education, Training, and Experience Requirements:** Four year degree from a college or university with a major in social work or psychology. One (1) year experience in professional social work that includes patient assessment and case management.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.